

Request for Proposal (RFP)

The Alabama Board of Examiners in Psychology is requesting and accepting proposals to implement and maintain a wellness and monitoring program for impaired professionals. Proposals will be accepted until **Monday, October 19, 2015 at 3:00 p.m. Central Standard Time.**

Organization: Alabama Board of Examiners in Psychology

Apply By: **Monday, October 19, 2015 at 3:00 p.m. Central Standard Time**
The RFP must be received in the Board Office by the listed date and time.
Emailed or faxed responses will not be accepted.

Contact Information: Lori H. Rall, Executive Director
Alabama Board of Examiners in Psychology
Attn: Proposals
660 Adams Avenue
Suite 360
Montgomery, AL 36104
(334) 242-4127
Email: albdpsychology@psychology.alabama.gov

Please submit RFP questions in writing to the email address above by Friday, October 9, 2015. No questions will be answered after this date.

Mailing Note: Proposals may be sent via regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, or via commercial delivery service (FedEx or UPS), or they may be hand-delivered to the Board Office by the closing date and time. Emailed or faxed responses will not be accepted. Postmarks of the date mailed will be deemed insufficient; proposals must actually be received at the Board Office at 660 Adams Avenue, Suite 360, Montgomery, Alabama by 3:00 p.m. CST on Monday, October 19, 2015 to be considered.

- INTRODUCTION-

Per the Code of Alabama, 1975, §34-26-1, et seq., the Alabama Board of Examiners in Psychology (the Board) is seeking proposals to promote the early identification, intervention, treatment, and rehabilitation of psychologists and psychological technicians who may be impaired by reason of illness, inebriation, misuse of drugs, narcotics, alcohol, chemicals, or any other substance, or as a result of any mental or physical condition(s) rendering such persons unable to practice with reasonable skill and safety to patients or clients, or to otherwise meet the standards of their profession.

The Board is now accepting proposals to implement and maintain its wellness and monitoring program for impaired professionals in the State of Alabama.

-BACKGROUND-

The Board acknowledges an ongoing need for wellness monitoring for its psychologist and psychological technician licensees. The Board is seeking the services of an individual or an entity to provide management services for the Board's wellness and monitoring program, to include but not be limited to the implementation and management of the Board's monitoring program for impaired professionals, whether involved in the disciplinary process or initiated from self-report or through inter-agency investigation.

-REQUIREMENTS and REPORTING-

The Board is accepting RFP's from individuals or entities who shall furnish the following services to the Board, under the direction of the Board and in accordance with Code of Alabama, 1975, §34-26-1, et seq.:

1. Provide monitoring of rehabilitated impaired professionals, and
2. Maintain a Board-administered drug screening program to include random program maintenance and initial screen (testing and collection), and
3. Assist the Board in further developing policies and procedures related to the program as necessary, to include appropriate forms, monitoring contracts, etc.

-EVALUATION and OTHER REPORTING REQUIREMENTS-

The Board is accepting RFP's from individuals or entities who shall meet the following requirements:

1. Shall attend Board meetings as necessary as long as contractor is furnished with at least two (2) weeks' notice of the meeting, and
2. Shall furnish the Board with monthly reports of professional continuing information required by the Board to determine whether the participating professional is complying with any Board Order, and
3. Shall furnish the Board with quarterly and annual statistical reports on program activity as directed in conformity with Code of Alabama, 1975, §34-24-1, et seq., and
4. Shall report and take direction from the Board and/or through an employee, or employees, or officer(s) of the Board. No other group or related organization shall be authorized to provide such direction.

The contractor shall not release or disclose information to any individual group, organization, or entity in violation of the provisions of the Code of Alabama, 1975 or the provisions of any other applicable law and/or regulation unless authorized by the Board.

The contractor shall report directly to the Board on issues relating to integrity on program policies, quality assurance, and program compliance with Federal and State regulations.

-CONTRACTUAL LIMITATIONS-

The Board acknowledges that the contractor is required to comply with Federal regulations governing confidentiality of alcohol and substance abuse treatment records contained in 42 C.F.R. Part 2, and expressly agrees that the contractor will not be required to disclose any information to the Board that would contravene the Federal regulation. Consistent with Federal and State laws, the Board shall furnish the contractor with access to records in the Board's possession that the contractor requires for administration of its services under this agreement.

-CONTRACT REQUIREMENTS-

The Board shall furnish the contractor on a timely basis with a copy of all actions and policies adopted by the Board relating to the program, as may be deemed necessary by the Board and the contractor. The Board shall pay the contractor an annual fee to be paid monthly in equal installments for Services rendered.

-PROPOSAL CONTENT-

One (1) original and three (3) copies of your proposal must be received at the following address **no later than 3:00 p.m. CST on Monday, October 19, 2015.**

Mail proposals to: Lori H. Rall, Executive Director
Alabama Board of Examiners in Psychology
Attn: Proposals
660 Adams Avenue
Suite 360
Montgomery, AL 36104

-SELECTION CRITERIA-

Selection shall be based on the factors to be developed by the Board, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposal to meet the requirements.
2. Resources available to perform the work, including any specialized experience with the program.
3. Record of past performance, quality of work, ability to meet schedules, cost control, and contract administration.
4. Ability to meet deliverables and provide services to the Board.
5. Ability to meet deliverables and provide services on behalf of the Board.
6. Ability and proven history in handling special project contracts.